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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive

DATE: 7 September 1949

FROM : Management Officer

SUBJECT: Delegation of Authority.

1. The following suggestion is offered in an effort to be of assistance in carrying out the stated intention of the Executive as enunciated at the regular monthly staff meeting, 7 September 1949:

2. Request the Management Officer be granted delegation of authority to handle T/O changes as described below:

a. Changes of grade recommended by the Classification Officer and when approved by the Budget Officer for all grades of P-5, CAF-12 and below.

b. Changes of slot assignments between subdivisions of offices and staff activities, all grades to be effected by the signature of the Management Officer when investigation reveals that the organizational change is functionally sound.

c. Minor organization title changes - for example Plans and Policy Staff to Plans and Policy Branch.

d. Position title changes - as Administrative Assistant to clerk or clerk stenographer, etc.

e. All position eliminations, Management Officer to inform the Executive of reductions in total strength.

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